Waldo Williams Primary School

Health & Safety Policy

Ratified by Governors November 2026
Review November 2028

1. Health and Safety Policy Statement

This is the Health and Safety Policy of Waldo Williams Primary School which supplements and operates in conjunction with Pembrokeshire County Council's policy statement on Health and Safety.
The governors and management of the school are committed to ensuring an organised, well informed and pro-active approach to all health and safety and welfare related issues for all staff, pupils, visitors and contractors by providing the following:

1.1 A healthy and safe environment throughout the school.

1.2 All school staff are reminded that they have a duty of care to carry out their work with due regard for the health and safety of themselves, other staff, pupils, contractors and visitors to the school and to observe the health and safety requirements relevant to their activities.

1.3 All activities will be planned and executed with a systematic approach, which includes an element of 'context sensitive' risk assessment and where necessary control measures will be put in place to reduce or eliminate to a safe level any unforeseen risks.

1.4 A suitable assessment of all foreseeable hazards and risks to staff, pupils and visitors will be carried out. Where significant risk is identified, appropriate measures to reduce or eliminate the risks will be taken and communicated to those concerned.

1.5 Access to specialist advice is available to members of staff on matters that affect their health and safety. This may be through consultation with a Union appointed safety representative or members of staff on the Health and Safety Committee. If required, specialist advice may be sought from Pembrokeshire County Council's Corporate Safety Unit, Building Maintenance Department or Property Review Department.

1.6 All staff are requested to support the school in achieving a safe environment for everyone. The necessary information, training, instruction, and supervision will be made available by managers to achieve this, particularly to staff after recruitment, transfer, or changes to their responsibilities.

A copy of this statement will be brought to the attention of all members of staff. It will be regularly reviewed and updated as necessary, or at least annually. A safety inspection will be carried out by the committee each term.

Health and Safety Committee

Headteacher - Alan Davies
Caretaker - Nick Reynolds

Link Governor for H&S - Steve Davis

Additional information to implement this policy is contained in the attached schedule of duties. Further information is contained within the Health and Safety Guidance Documents (PCC).

2. Organisation

The school recognises the need to identify organisational methods for implementing and controlling the health and safety of all persons who work within or visit the school. The

following is a summary of individual responsibilities, their consequent structure and accountability:

Governors

The governing body has the responsibility to ensure that all reasonable steps have been taken to reduce the possibility of accident or injury to both staff and pupils, although it should be emphasised that unnecessary responsibility cannot fall on individual members of the Governing body, nor can the Head of School or employees avoid responsibility by referring urgent matters to that body for information and decision. The Governors will be kept informed of all developments relating to health and safety matters and Clerks to Governors will include such matters on the agenda for termly meetings.

Governors Must Ensure:

a} That in co-operation with the Headteacher, an individual school Health and Safety Policy is produced and this policy is regularly reviewed and revised as and when necessary.
b} That risk assessments are undertaken on any activity that has significant associated hazards and that a written record of these assessments are kept and reviewed regularly.
c} That sufficient funding is allocated for health and safety issues e.g. training, provision of personal protective clothing etc.
d} That regular health and safety inspections of the premises are carried out on a termly basis.
e} That the Governing Body receives an annual audit of health and safety systems and standards of health and safety from the Headteacher.
f} That a positive health and safety culture is established and maintained.

Headteacher

The Headteacher is responsible and accountable for the implementation of this policy and the compliance with all relevant legislation in every area and activity within the school. In order for this to be achieved, her operational duties include the following:

a} Ensuring that all members of staff (including new staff, supply staff, NQT's, students and voluntary helpers) are aware of the contents of the school health and safety policy and all safe working practices.
b} Appointing a member of staff to act as health and safety co-ordinator, undertaking specific duties in relation to health and safety in school.
c} Ensuring that risk assessments are carried out on any activity that has significant associated hazards. Where significant risks are identified, appropriate measures and/or safe working practices be introduced to reduce/eliminate such hazards.
d} Undertaking inspections of the school premise, plans, equipment and working practices on a termly basis. Where necessary implement any changes and improvements.
e} Providing a termly report to the Governors of the school regarding safety performance.
f} Making recommendations to Governors where Health and Safety funding is required and advising on any safety policies that need to be introduced.
g} Ensuring that effective first aid provision and accident reporting procedures exist in accordance with the guidelines issued by the Education Department (to allow Pembrokeshire County Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

In the absence of the Headteacher the Assistant Heads will assume responsibility for the above.

Caretaker

The Health and Safety co-ordinator should be aware of Pembrokeshire Education Authority and school policy on Health and Safety and to co-operate with the Headteacher in setting up systems which comply with these policies. Their operational duties include the following:

a} Ensure that all risk assessments are satisfactorily completed.
b} Attend meetings of the established Health and Safety Committee.
c} Assist other committee members to carry out their functions.
d} Be available to members of staff to discuss and to seek to resolve Health and Safety problems or where this is not possible, to bring those problems to the attention of the Headteacher.
e} Ensure that a system is established in line with the school policy for the reporting, recording and investigation of accidents and that all reasonable steps are taken to prevent recurrences.
f} Ensure that all visitors (including Maintenance contractors) are informed of any hazards on site of which they may be unaware. To make sure that all Health and Safety issues are considered regarding the effect on pupils and staff of maintenance work.
g} Ensure that new employees are made aware of the school policy on Health and Safety, that they are given a copy of the policy and made aware of any specific hazards or safety arrangements in their area of work.
h} Monitor the provision and use of any protective clothing and equipment.
i} Ensure that proper arrangements have been made for the effective evacuation of the building in an emergency and that fire fighting equipment is available and properly maintained.
j} Arrange at suitable intervals that the building is inspected for fire hazards by a competent person.
k} Ensure that First Aid / Emergency procedures are established.

Teaching Staff (including Supply Teachers and Office Staff)

Teachers have a duty of care under Health and Safety Legislation. In order to achieve this their duties include the following:

a} Ensuring that all students/ NQT's, supply teachers etc. assigned to help, are aware of the general health and safety requirements of the school and the detailed requirements for activities relevant to them.
b} Implementing the health, safety and welfare procedures for pupils at a level appropriate for their requirements. Ensuring that these procedures are explained in terms that they can readily understand.
c} Exercising effective supervision of pupils and maintaining an awareness of emergency procedures in respect of fire, first aid, accident reporting etc – carrying them out as necessary.
d} Seeking information on any special safety measures to be adopted in their own teaching areas and ensure that they are adhered to.
e} Setting an example by personally following safe working practices.
f} Ensuring that where necessary, the appropriate protective clothing, guards are available, in good condition and are used.
g} Reporting to the Headteacher any defects in equipment or identified inadequacies in procedures.

h} Integrating all relevant aspects of health and safety into the teaching process and if necessary, giving special lessons e.g. use of equipment.

Learning Support Staff

Learning Support Staff must :

a} Be aware of the Pembrokeshire Education Authority and School policy on Health and Safety and to take all reasonable steps to comply fully.
b} Report any hazards which arise to the Head Teacher or Health and Safety Co-ordinator as soon as is practicable and to take immediate steps to make the area safe for colleagues or pupils or visitors.
c} Know and carry out the procedures in case of an emergency e.g. evacuation procedures, location of first aid equipment and procedures laid down for dealing with a major incident, (please see appendix 1).
d} Specified areas of responsibility to maintain good housekeeping and a healthy and safe environment.

Non-Teaching Staff

All school staff are reminded that they have legal responsibilities under the Health and Safety At Work Act. Those duties are to safeguard themselves, colleagues, pupils and others in the workplace. In order to achieve this their duties include for the following:

Lunchtime Supervisors

a} as above for classroom assistants
b} as above e.g. placing a hazard sign on wet floor in dining hall.
c} know location of first aid equipment and procedures laid down for dealing with an accident.
d} log an injury sustained at lunchtime in an accident book and complete an accident slip to send home with pupil.

Caretakers/Cleaners

a} The security of the premises, together with its contents. This includes accommodation used solely for school meals purposes. The operation of fire and burglar alarms and keyholder responsibilities.
b} Porterage duties e.g. the conveyance of crates and containers to and from the points of distribution in connection with the school meals and other services which may be required from time to time.
c} Monitor standards of cleanliness throughout the premises on a regular basis and to report unsatisfactory matters.
d} Attend to lavatories, drain traps, gutters and drains.
e} Clear the playgrounds, footpaths and drives of all loose stones, broken glass, paper or other rubbish, weeds, leaves, snow etc. (protective clothing, tools and training to be supplied)
f} Draw the attention of the appropriate authorities via the Headteacher to any repairs or maintenance work required at the school, which is beyond the caretaking staff. Carry out minor or temporary repairs to property, fixtures, fittings and equipment which is not beyond the scope of an unskilled person. Directing personnel and contractors to the sites of repair and maintenance work.

g} Staff and pupils in school are not exposed to hazardous substances. The school ensures that these substances are stored safely in a designated area. Members of staff handling cleaning materials should take note of warning labels on the original packaging.

Ground Maintenance Staff

Personnel responsible for grounds maintenance will be updated regarding the aspects of this policy which are relevant to their work.

Trade Union Safety Representative

Any Trade Union Safety Representative will be encouraged by the Headteacher to fulfil his or her duties as well as being released for any appropriate training. The Headteacher will also consult regularly with the Safety representative on Health and Safety matters. She will be entitled to inspect the school in accordance with the agreed Trade Union/ Authority procedures.

3. Arrangements

The school recognises its obligations to identify arrangements designed to make its safety policy effective.
All staff should be aware of the following arrangements:

3.1 For Key Health and Safety Roles and Responsibilities refer to Appendix 3.
3.2 Risk Assessments – refer to Appendix 4.
3.3 Fire and emergency procedures are in line with County Council policy. Please refer to Fire Risk Assessment – Appendix 5. The Fire Log Book is kept in the secretary's office. Each classroom register is to be taken to the fire assembly point. Fire notices explaining emergency procedures will be displayed in each classroom as outlined in the Fire Risk Assessment.
3.4 Contractors on Site – before we select contractors LEA buildings and maintenance personnel will make sure that they not only have a good work record, but also a good health and safety record. Please refer to Appendix 6.
3.5 The Head follows PCC Policy on asbestos. An asbestos survey has been undertaken at this school by SLA. All maintenance and minor works are reported to the Asbestos Unit and work will not be allowed to start until clearance instructions have been given by the Asbestos Unit.
3.6 Rubbish and Combustible Waste should not be left in the boiler room, or in the area beneath the stage, in escape routes or in corridors. Such materials should be put in a metal or non-combustible container and be disposed of as soon as possible. If bins are stored outside, where possible, they should be stored 6 metres away from the building.
3.7 Displays and decorations are not placed near heaters or suspended by light fittings.
3.8 This school operates a No Smoking Policy. See Appendix 7.
3.9 Electrical Supplies and Fittings – any fault must be reported immediately. Any faulty fittings e.g. cracked sockets, should be isolated and labelled for repair.
3.10 First Aid. Please refer to Appendix 8.
3.11 Administration of Medicines. Please see PCC guidance on the Administration of Medicines. All relevant training given as roles require. See Appendix 9
3.12 Craft/Design and Technology. Members of staff should ensure that:
Children are well supervised at all times. Protective clothing is worn by pupils appropriate to the activity. Staff must ensure that protective clothing is worn when carrying out duties such as toileting, washing or medical. Protective clothing is kept in the changing area situated in the Unit toilets. The disposal of waste products is separate

from general waste. Sharp edged tools are stored so that the cutting edge cannot be accidentally touched, e.g. scissors. All tools are stored appropriately in commercially purchased storage units. Scissors must be handled correctly and be of the round edged type.

3.13 PE and after school activities

Staff are reminded that:

a} If a parent has put a restriction on a child's activity on medical grounds, it is the PARENT ALONE WHO CAN REMOVE IT.

b} If a child taking part in an unaccustomed physical activity is known to be disabled or have an ongoing medical complaint (e.g. asthma, cystic fibrosis etc) rigorous supervision should be maintained.

If these two points are not followed, a serious situation could develop, which may result in claims for damages should an incident occur.

There is specific guidance available in the Baalpe Safe Practice in Physical Education which we follow.

Parent/Guardian of all children taking part in After School Activities sign consent before a child may take part. They must be notified in advance if after school activities have to be cancelled. Where this is not possible, children must be kept in school until the time they would normally leave at the end of the activity.

3.14 School Outings.

Parents have information about proposed educational visits. Refer to PCC's manual on 'School Trips and Adventurous Outdoor Activities'.

3.15 Animals in school.

If animals come into school an individual risk assessment is carried out for that event.

3.16 Violence to staff

If any member of staff is subjected to any aggression on school premises they must inform the Headteacher immediately and ensure that there is a second member of staff in the room. Staff are asked to keep written records of such episodes. An incident report form should be completed and sent to the Education Health and Safety Officer at the LEA. Appropriate steps will be taken by the Headteacher to deal with such a situation. If necessary the Governors and LEA will be informed and involved.

3.17 Accidents and Illnesses

All accidents must be reported to the Headteacher and entered into the accident book. Communication with parents must take place detailing the accident and appropriate action taken.

Fatal or Major Injuries must be reported immediately by telephone to the Safety Unit 01437 775509 and also to the chair of Governors. This must be followed up by the completion of an accident report form and sent to the Safety Unit.

Dangerous occurrences must also be reported immediately by telephone to the Health and Safety Unit, 01437 775509.

Parents should be informed of the school policy concerning pupils who become unwell while at school. In general, it is the duty of parents to make arrangements for pupils who become unwell at school, by collecting them to take them home or to the doctor or to hospital. To this end it is vital to have not only pupils home telephone numbers but also the parents work telephone numbers and other emergency numbers, such as those of relatives. If parents or relatives are not available when a pupil becomes seriously unwell or injured medical advice should be sought and, if necessary, the assistance of the ambulance service should be enlisted. In exceptional circumstances it may be necessary for the Headteacher to arrange for the pupil to be conveyed to the home or the hospital.

3.18 Security

The front and rear entrances are secured with each member of staff issued with a key fob to gain entry. There are locks for gates for entry to the playgrounds, and to the car park. There

are also security lights near the school entrance as well as in the car park. The school is equipped with CCTV externally.